

### Senior Accounting Officer (Specialist) Vacancy #243

Salary Range	\$4400-5348
Final File Date	Open Until Filled
Division	Fiscal Services Division, Bond Administration Unit
Specific Location	12 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full Time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, <a href="mailto:thodge@calhfa.ca.gov">thodge@calhfa.ca.gov</a> California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p><b>State Employees:</b> Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p><b>Non-State Employees:</b> To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page <a href="http://www.calhfa.ca.gov/about/employment/exams.htm">http://www.calhfa.ca.gov/about/employment/exams.htm</a> and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at <a href="http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm">http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</a></p> <p><b>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</b></p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA.</p> <p><b>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #243, SENIOR ACCOUNTING OFFICER (SPECIALIST).</b></p>
<p><b>Duties</b></p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>The Bond Administration Unit coordinates debt issuance and on-going bond administrative activities. The Senior Accounting Officer (Specialist) is a second level journey person position. Under the general direction of the Accounting Administrator II, the Senior Accounting Officer performs the more difficult activities that include payment of debt service, swap payments, on-going bond fees, bonds outstanding reconciliations, indenture tests, arbitrage data collection and transmittal, and bond fee amortizations. Duties include:</p> <p><u>Essential Functions:</u></p> <p>15% Administers contracts and arrangements related to debt issuance. Calculates and effects payment of all on-going fees related to bonds, including bond insurance, remarketing fees, auction agent fees, liquidity fees and rating agency fees. Calculates and prepares quarterly accrual entries for such fees. Reviews related contracts prior to execution and provides comments as to fee payment schedule and amounts.</p> <p>10% Updates interest worksheets for bond redemptions and variable rate rese Updates amortization schedules. Monitors and tracks interest rates on variable rate bonds and securities.</p> <p>10% Reviews and analyzes bond indentures and performs indenture tests semiannually to facilitate Agency compliance with bond indenture covenants as well as to determine each bond issue's excess revenues and to correctly classify equity balances for the financial statements.</p>

	<div>10%<div>Performs a monthly reconciliation of bonds outstanding, reconciling the bonds outstanding per the amortization schedules against the trial balance and the trial balance against the Financing Division's records of bonds outstanding. Researches and corrects any reconciling items.</div></div> <div>10%<div>Coordinates debt service payments and bond redemptions for Agency bonds. Calculates amounts due, verifies with the bond trustee, identifies sources of funds for payment of debt service and bond redemptions and prepares all documents necessary to effect such transactions.</div></div> <div>10%<div>Works with outside arbitrage consultants to gather and transmit financial data in support of their calculations.</div></div> <div>10%<div>Performs calculations for the Agency's derivatives portfolio and pays swap counterparties. Prepares quarterly and year-end accruals for the derivatives activity.</div></div> <div>10%<div>Prepares year-end audit schedules related to bonds and other supporting calculations for the annual financial statements.</div></div> <div><div>Marginal Functions:</div><div>10%<div>Performs less complex aspects of updating cash flow activity for arbitrage rebate calculations in accordance with federal tax law to support year-end entries to the financial statements as well as cash flow updates for interim and final calculations.</div></div><div>5%<div>Takes training, attends staff meetings, attends conferences, handles special projects and performs other duties as required.</div></div></div>
8/21/2008	